COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION   **CLASSIFIED**

RETIREMENT DATABASE SPECIALIST   **Class No. 007568**

■ CLASSIFICATION PURPOSE

To analyze and design database management systems; to integrate graphical user interfaces and application development languages across multiple computing platforms and operating systems; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a journey/lead level class allocated to the San Diego County Employees Retirement Association (SDCERA). Under general supervision, this class is responsible for performing advanced database management system integration requiring detailed knowledge of client/server relationships and application development languages. SDCERA administers the County's Employee Retirement System and manages the investment portfolio and administration of the pension trust fund. The position reports to the Retirement Business Systems Director.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1.   Evaluates the effectiveness of database management systems after installation, and modifies systems as required.

2.   Develops controls to assure adherence to operating standards across multiple platforms.

3.   Studies procedural difficulties and makes necessary revisions to procedures and system documentation.

4.   Performs feasibility studies to determine basic software and hardware requirements.

5.   Writes PC-based and server-based computer programs.

6.   Performs software maintenance.

7.   Performs database administration, maintenance, back up and recovery of system files and data.

8.   Consults with vendors regarding software and hardware applications and purchases.

9.   Resolves technical problems.

10. Serves as liaison between SDCERA and County system specialists.

11. Prepares reports and makes presentations as required.

12. Prepares manuals explaining operating procedures.

13. Provides training to end-users as necessary.

14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

–   Local Area Networks (LANs), Wide Area Networks (WAN's), gateways, file and database application servers.

– PL/SQL and Transact-SQL languages.
– Operating systems/environments (e.g., DOS, Windows, Windows NT, Unix, Solaris).
– Application development languages (e.g., C, C++, CGI, PACBASE, Information Builder's SQL/EDA, Windows, Oracle SQL Forms, Progress ADE, SYBASE APT-Workbench, Visual Basic).
– Communication protocols required by application software (e.g., TCP/IP, Microsoft Named Pipes, IPX/SPX, Banyan VINES).
– Communication protocols to enable interaction of client/server applications through interfaces (e.g., Dynamic Data Exchange (DDE), Object Linking and Embedding (OLE), Remote Procedure Calls (RPC's), COM/DCOM, API, EDI, and XML).
– Relational databases (e.g., MS SQL, Informix, Ingres, Oracle, SYBASE, Progress, and Unify).
– Hardware and software tools for developing client/server applications requiring imaging, bar coding, animation, video, graphics, speech, or sound components.
– The General Management system in principle and practice.
– Modeling concepts (e.g., enterprise, process and data modeling, Use Case, OOA/OOD, UML).
– Graphical user interfaces (GUI)/presentation managers such as SQL Windows, SQL*Plus, Query Analyzer.
– Full SDLC support with an emphasis on maintenance and technical support.
– County customer service objectives and strategies.

Skills and Abilities to:

– Analyze enterprise wide database applications to include multi-tiered application architecture, COM/DCOM, DTS, application testing and debugging, database performance analysis and tuning, in a multi-server environment.
– Analyze the interaction of multiple computing platforms for information sharing, system synchronization, data validation and relational editing, system security, system back up and recovery processing, and change management.
– Meet with multi-users including investment and portfolio analysts, retirement and health plan specialists, and payroll and human resources personnel on database matters.
– Design, develop, and implement effective client/server applications in support of existing enterprise-wide applications.
– Back-up and restore multiple databases in a distributed environment.
– Troubleshoot complex data loading errors from multiple sources.
– Evaluate, modify, and test, new and existing client/server database applications.
– Learn and apply new technology to existing client/server computing environments.
– Detect problem areas and recommend solutions.
– Communicate effectively orally and in writing.
– Establish and maintain cooperative working relationships among technical support staff, end users, contractors, and vendor representatives.
– Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
– Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
– Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

1. Microsoft Certification as a Data Base Administrator, OR a bachelor's degree from an accredited college or university in computer science, information systems, or a closely related field; AND,

2. Four (4) years of programming, analyzing, and designing client/server database systems.

Note: Additional years of job-related experience as described above may substitute for the education or certification requirement on a year-for-year basis. Previous database experience in support of the management of a human resources/payroll, benefits, and pension trust fund system is desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens. Occasional overtime/evening hours may be required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).